

## CHAPTER 6 ELIGIBLE LISTS

[Prior to 11/5/86, Merit Employment Department[570]]

**581—6.1(19A) Establishment of eligible lists.** The director shall establish and maintain various lists of eligible applicants for use in filling vacant positions. Eligible lists shall be by job class. Eligible lists shall be continuous until abolished. Eligibility of an applicant shall not be less than one nor more than three years as determined by the director. The following are types of eligible lists:

**6.1(1) Recall lists.** These lists shall consist of the names of permanent employees who were separated by layoff; or who moved to another class or had their work hours reduced in lieu of layoff. Recall shall be in accordance with 581—subrule 11.3(6).

**6.1(2) Promotional lists.** Promotional lists shall consist of the names of permanent employees and those as designated in 581—paragraph 5.2(4) “a” who have applied for a job class and who have met the minimum qualifications and other promotional screening requirements for the class. The length of time of eligibility for promotion from these lists need not be the same as that for appointment from nonpromotional lists.

**6.1(3) Nonpromotional lists.** Nonpromotional lists shall consist of the names of persons who are not eligible for placement on promotional lists who have applied for positions covered by merit system provisions, met the minimum qualifications for the class, and undergone, and as necessary passed, the designated examinations for the class. Persons in the certified disability program or any other formal waiver program established by the department shall be placed on the nonpromotional list without score or rank and shall be eligible for hire along with applicants in the top six available scores.

**6.1(4) Career executive lists.** Rescinded IAB 1/15/97, effective 2/19/97.

**581—6.2(19A) Ranking of eligibles.** After examinations, the names of applicants shall be added to the nonpromotional eligible lists in the order of their final scores. All persons with identical final scores shall have the same rank on the list.

**581—6.3(19A) Compilation of eligible lists in the absence of appropriate eligible lists.** If a vacancy exists in a job class for which there is no eligible list, the director may compile a list from one or more existing related eligible lists for classes which are similar to or higher than the class in which the vacancy exists.

**581—6.4(19A) Amendment of eligible lists.** When a new eligible list is established for a class where an eligible list already exists, the existing list may be canceled or merged with the new list as determined by the director. If the name of an individual appears on both the old and the new eligible lists and those lists are merged, the individual’s standing on the new list shall be determined by the score from the new examination.

**581—6.5(19A) Removal of names from eligible lists.** The director may remove names from an eligible list for a particular job class(es) for any of the following reasons in addition to those cited in 581—subrule 5.2(6):

1. Failure by the applicant to maintain a record of current address as evidenced by the return of a properly addressed letter or other similar evidence.
2. Failure by the applicant to respond to a written inquiry from the director or an appointing authority as to availability within five workdays following the date the inquiry was sent.
3. Receipt of a statement that the applicant no longer wants to be on the list for the class.
4. Declination of an appointment or promotion under previously agreed to conditions.
5. Appointment to a job class. Applicants appointed or promoted will be removed for job classes in the same or lower pay grades.

6. Abolition or expiration of an eligible list for a job class(es).
7. In the case of promotional lists, separation from state service.
8. In the case of nonpromotional lists, attainment of permanent status.
9. Correction of erroneous placement on a list.
10. Violation of any of the provisions of Iowa Code chapter 19A or these rules. Applicants removed for this reason shall be notified in writing by the director within five workdays following removal. Appeal of removal for this reason shall be in accordance with 581—subrule 12.2(4).
11. Failure by the applicant to maintain contact as instructed by the department concerning current availability, mailing address and telephone number.

**581—6.6** Rescinded, effective September 16, 1987.

**581—6.7(19A) Statement of availability.** It shall be the applicant's responsibility to notify the director in writing of any change in address or other changes affecting availability for employment. The director may at any time verify the availability of applicants. The names of applicants shall be withheld from all certificates which do not meet the stated conditions and locations under which the applicants have indicated availability.

These rules are intended to implement Iowa Code section 19A.9.

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\*\*See IAB Personnel Department